

**Senate Press Office – Member Press Policy**

1. The Georgia Senate Press Office is a non-partisan office that serves as the official press and media relations office for the Georgia State Senate. As such, all materials produced by the office, including videos, press releases, statements and media advisories cannot be partisan in nature.
2. Senate Rules dictate that the Senate Press Office does not provide any of their services for Senators which entail criticism of the Governor, Lt. Governor, members of the Georgia General Assembly or any other holder of public office or candidate for such office.
3. The Senate Press Office does not produce campaign-related materials, write campaign speeches, or participate in other campaign-related or partisan activities beyond the scope of day to day duties.
4. The Senate Press Office facilitates interview requests for all standing Senate members; however, under the purview of the office, Senate Press Office staffers cannot assist with any interview requests that are campaign in nature.
5. The Senate Press Office will not release materials produced by the office, including press releases, advisories and columns, to members of the media without final approval from the Senator.
6. For materials produced with the official Senate Press Office letterhead, members must notify the Office of any changes made to the draft before sending out to their media contact list.
7. Approved written materials, such as press releases and columns, will be distributed to the Senator's specific media list, as well as posted on the Senate Press Office's website and official Twitter account.
8. The Senate Press Office maintains a list of local media contacts for each Senator's district and the Office may provide this list of contacts at the request of the Senator, but will not disclose any other press contacts.